



Revised: February 2, 2011

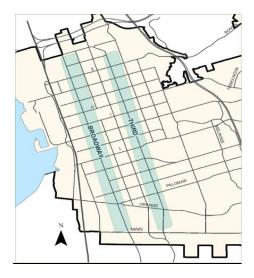
# Business Improvement Grant (BIG) Program

### **CONTRACTOR GUIDE**

The Chula Vista Business Improvement Grant (BIG) Program ("Program") has been developed to provide grants for exterior improvements to commercial development along Third Avenue and Broadway Avenue within Chula Vista's Redevelopment Project Areas. The Program is designed to make improvements to the appearance and energy efficiency of businesses and shopping centers in these business communities. Business and/or Property Owners ("Applicants") who participate in the Program will need to request two contractor bids for the improvement(s) they wish to have done as part of this Program. In collaboration with the City, the owners will ultimately select one or multiple contractors to make repairs to their business or property. In addition to improving the Third Avenue and Broadway Avenue business communities, the City hopes this program can improve energy efficiency and provide opportunities for contracting work in Chula Vista, in spite of the building slowdown. We hope you will take the time to register with the City so we can promote your services as part of this program on our "Preferred Contractor List."

#### Map of Area

The BIG program is only available to property and business owners located within the Redevelopment Project Areas in the Third Avenue and Broadway Avenue business communities (see map below).



## **Program Marketing**

The City of Chula Vista is marketing the BIG program directly to property and business owners within this area. Business that demonstrate interest and a willingness to work with the City are being selected to participate in the Program. No additional marketing of this Program by contractors will be necessary.





# Business Improvement Grant (BIG) Program

#### **CONTRACTOR GUIDE**

We ask for your assistance in allowing business and property owners to make their own choice of contractor for this program without solicitation.

### **Contractor Eligibility**

To be eligi	ble to par	ticipate in t	his program.	contractors must	provide the	· tollowing *:

Current State Contractor's License
Current City of Chula Vista Business License
Certificate of Worker's Compensation
Agreement acknowledging Prevailing Wage requirement
Form W-9

#### **Eligible Repairs**

Program participants can use the loans available through this program to make the following exterior improvements to their properties or businesses:

- Window Repair/Replacement
- Awning Addition/Replacement
- Roof Water Runoff Management (storm gutter repair and replacement)
- **Signage** (recommend use of channel lettering)
- **Exterior Paint (**recommend use of light-colored, reflective, low-VOC paint)
- **Exterior Lighting (**recommend use of energy efficient fixtures**)**
- **Landscaping** (installation of xeriscape plants or artificial turf; replacement of sprinklers with drip irrigation)

### **Maximum Loan Amount**

The maximum amount that participants can obtain through the BIG program is \$20,000. Contractors can assist the business/property owner by applying for SDG&E energy efficiency rebates. The incorporation of these rebates into the project cost may result in a more competitive bid. For reference, the link to SDG&E's business retrofit incentives for business is: http://sdge.com/documents/business/savings/express/EEProductCatalog.pdf.

<sup>\*</sup>Contractors will only be required to present this information to the City if their bid is selected for a job





Revised: February 2, 2011

# Business Improvement Grant (BIG) Program

## **CONTRACTOR GUIDE**

## **Application Process and Checklist**

You may check off the steps on the chart below as you complete them.

Explanation

1)	Initial Meeting:	Optional meeting held in November 2010		
	Attend an initial Contractor meeting to review this			
	and other City of Chula Vista Programs			
2)	State Contractor License:	The <b>Contractor List</b> will be available to all Applicants		
	Submit proof of your State Contractor License to get			
	on the <b>Contractor List</b> for the program			
3)	Bidding:	Applicants must submit two separate bids for the		
	When contacted by the Applicant, Contractor prepares scope of work and bid (Cost for any required permit(s) should be included in bid)	approved work to be done on their property or business		
4)	Bid review:	City staff will assist in reviewing bids, and Applicant will contact the contractor whose bid is selected		
	City assists in reviewing bids			
	Applicant selects one bid	contact the contractor whose bia is selected		
5)	Contractor Information:			
	Current copy of City of Chula Vista Business License	Contractors selected must submit a number of required		
	Evidence of Liability Insurance in the amount of	items. Also, because this program is funded with public		
	\$1,000,000.00, listing City of Chula Vista as additional	monies, contractors must pay State Prevailing Wage to		
	insured	all employees working on the project. For more		
	Evidence of Auto Insurance Liability in the amount of	information on prevailing wage, go to the Department		
	\$1,000,000.00	of Industrial Relations web page (http://www.dir.ca.gov/dlsr/PWD/index.htm) or call the prevailing wage hotline at (415)703-5050.		
	Certificate of Workers' Compensation			
	Agreement acknowledging Prevailing Wage requirement			
	Form W-9			
6)	City sends "Notice to Proceed" to the Applicant once	The <b>Notice to Proceed</b> details the scope of work		
",	the application is approved. Applicant signs and	approved for payment under the grant. Contractor		
	return the " <b>Notice to Proceed</b> " to the City, and	should request a copy. Any work completed outside of		
	notifies Contractor that work may begin.	the scope must be paid for directly by the		
	notines contractor that working, seg	property/business owner.		
7)	Once work is completed to Applicant's satisfaction,	F - F		
',	Contractor submits request for payment to Applicant:			
	Invoice for the work completed	Applicant pays Contractor directly		
	Completed Payroll Form			
		I		

For further questions about the Contractor List, the BIG program or the bidding process, please contact the Project Coordinator, Janice Kluth, at 619-691-5022.

We look forward to working with you!